Forsyth County Department of Building and Economic Development
110 E. Main Street, Suite 100 | Cumming, Georgia 30040 | (770) 781-2114 | forsythco.com

RESIDENTIAL MANUFACTURED MOBILE HOME

PERMIT PACKET

CHECKLIST

Manufactured Mobile Homes must be obtained in office

Please complete the entire application package, including:

- ☐ **Permit Details Form**

- ☐ **Plat** – Copy of approved recorded plat

- ☐ **Site Plan (1 Copy – 8 ½ x 11 required)**

  - Actual dimensions of property
  - Size and location of building on property showing distance from property lines
  - Driveway location
  - Location of any existing structures on property
  - Porch and deck located on mobile home

- ☐ **Proof of Water**
  - Water meter purchase
  - Well Affidavit (if water is provided by well the Affidavit will be provided by Planning office clerk)

- ☐ **Affidavits**

  Mobile Home Contractor – Must provide a copy of Mobile Home Installation State License and Business license

  Contractor Affidavits – Required. (Must be signed, notarized and submitted with building permit application with copies of current business license, state contractor license). Please do not include copies of driver's license.

  - Electrical Sub-Contractor Affidavit

  OR

  Self Work Affidavit (if applicable) **can be found on the Forsythco.com website. This form is used when the homeowner is taking responsibility of the electrical work that is being done. It must be Notarized.**

- ☐ **Mobile Home Placement Letter** to verify zoning and acreage of property (provided by Planning office clerk to be carried to Tax Commissioner's Office when applying for mobile home decal.)

- ☐ **Ad Valorem Tax Receipt** to be provided by Tax Commissioner's Office (to replace a mobile home a tax receipt showing paid taxes on old mobile home is required at time of permit.)

- ☐ **Septic Tank Permit** – Required if on septic. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.

Fees – Building Permit Fee: $93.75 Impact Fees can be found on the Forsyth County Finance Department website. Go to Forsythco.com..

- ☐ **Payment method:** Payment can be made with cash, check, credit or debit cards of Visa or MasterCard. Checks are made to Forsyth County.

GENERAL INFORMATION

For information concerning mobile home placement requirements in Forsyth County see the Unified Development Code of Forsyth County (UDC 16-4.19)

Mobile home permits are issued for replacing older mobile homes and installation of new mobile homes. Mobile homes are only allowed in specific zonings. Mobile homes have a specific inspection process, including Site Location Inspection to check setbacks from property lines, a Final Plumbing Inspection to check water connection, a Final Electric Inspection to check power connection, and a Final Building Inspection to check tie downs, porches, decks and underpinning. Power cannot be connected until Final Building Inspection is completed and Certificate of Occupancy has been issued.

Per State Law all Manufactured Mobile Home permits must be obtained by Licensed Mobile Home Installer

All site plans and permit cards are to remain onsite until a Certificate of Occupancy has been obtained

PERMIT DETAILS FORM

PROPERTY ADDRESS INFORMATION

Site Address: _____City/State/Zip: _____

Subdivision Name and Lot # (if applicable): _____Lot #_____

CONTRACTOR INFORMATION
STATE LICENSE MOBILE HOME INSTALLER INFORMATION (REQUIRED)

Business Name: _____

Email: _____**Phone #** _____

PROPERTY OWNER INFORMATION

Last Name: _____ First Name: _____

Address: _____City/State/Zip: _____

Email: _____ Phone #: _____

PROJECT INFORMATION

Description of work: _____

Utility Company: ____GA Power ____ Sawnee EMC

Total #: Bedrooms: _____ Bathrooms: _____ Replacement Mobile Home: Yes: _____ No: ____

Mobile Home name: _____Width: _____ Length: _____ Total Square Footage _____

Sewer System: Sewer _____City _____Private _____ Septic_____ Health Dept. Permit #_____

Water: _____Well _____Private _____County/City Meter # _____

Required Information: Total disturbed acreage associated with this permit and the disturbed acreage for any adjacent permits that will be disturbed at the same time of this permit.

Total acreage: _____ Disturbed acreage: _____

AUTHORIZED SIGNATURES

The undersigned states that the above information is true and correct, understands that the permit issued is only for the construction as stated and that occupancy is not permissible until all inspections and code requirements are met and a Certificate of Occupancy has been issued by Forsyth County.

Applicant's Name (if applicable): _____

Applicant's Signature (if applicable): _____ _____
Date

Property Owner's Name: _____

Property Owner's Signature: _____ _____
Date

Mobile Home Electrical Permit Affidavit

Site Address: _____

Subdivision and Lot # (if applicable): _____

This is to certify that I am the:

____State Licensed Electrician

____State Licensed Mobile Home Installer

____Homeowner - Self Work Affidavit (if applicable) **can be found on the Forsythco.com website. This form is used when the homeowner is taking responsibility of the electrical work that is being done. It must be Notarized.**

Responsible for the electrical connection from the outside disconnect to the inside panel for the mobile home at the above listed address.

This is to certify that I am responsible for the **Electrical** installation and compliance with Georgia State Energy Code for buildings as it applies to this installation. In the event of any change in my status on this application, I understand that I will be held responsible for the job until the Department of Planning & Community Development has been notified in writing of this change.

_____ _____

Company Name State License #

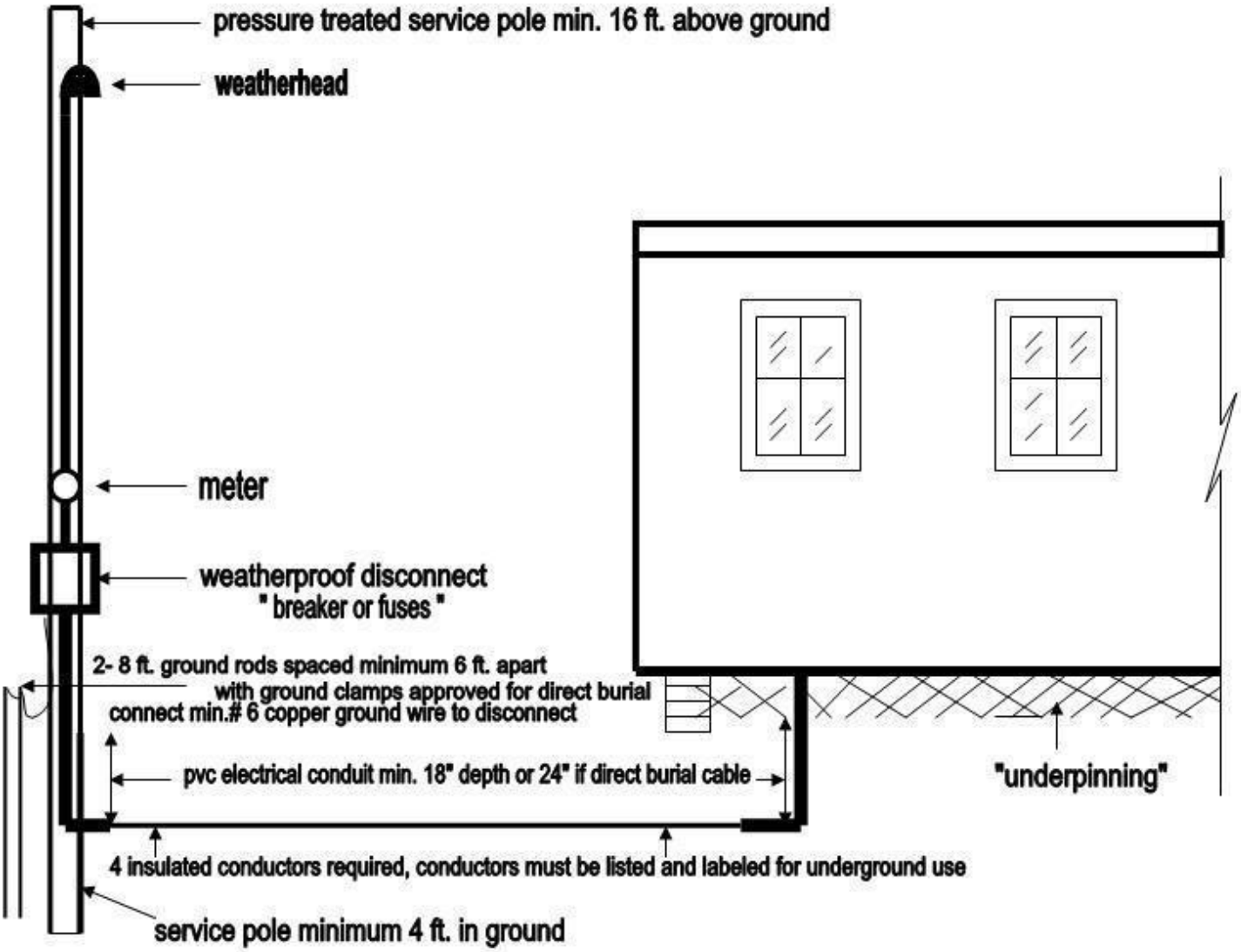
_____

Licensed Electrical Contractor Signature

_____ _____

Notary Public Signature and Stamp Date

Electrical System Diagram



Disconnect size in amps	Size of copper service wire	Size of conduit	Size of aluminum service wire	Size of conduit	Size of ground wire
100	#4	1 ¼ “	#2	1 ¼ “	#4
150	#1	2”	2/0	2”	#4
200	2/0	2”	4/0	2”	#4

Notes:

- Mobile home must be unlocked on the day of inspection.
- If personal belongings are stored in home, someone must be on site to meet the electrical inspector.
- Call inspector between 7:00 a.m. – 7:30 a.m. on the day of inspection to arrange an approximate time to meet on site.
- Pole size requirements 6x6 Treated Square Or Round